



EMPLOYMENT WITH THE FEDERAL GOVERNMENT

Team Redstone CPAC



AGENDA

- **Team Redstone CPAC Serviced Customers**
- **Types of Federal Employment**
- **Recruitment Sources- Areas of Consideration**
- **Veterans and Family Member Programs**
- **Finding Federal Jobs**
- **Application Procedures**
- **USAJOBS Application Procedures**
- **Candidate Evaluation**
- **Questions?**



TEAM REDSTONE CPAC CUSTOMERS

OTHER COMMANDS

GARRISON

ACC Redstone

ECC

ACC HQ

MILAN AAP

MEDDAC

DENTAC

SCCPOC

AMSAA

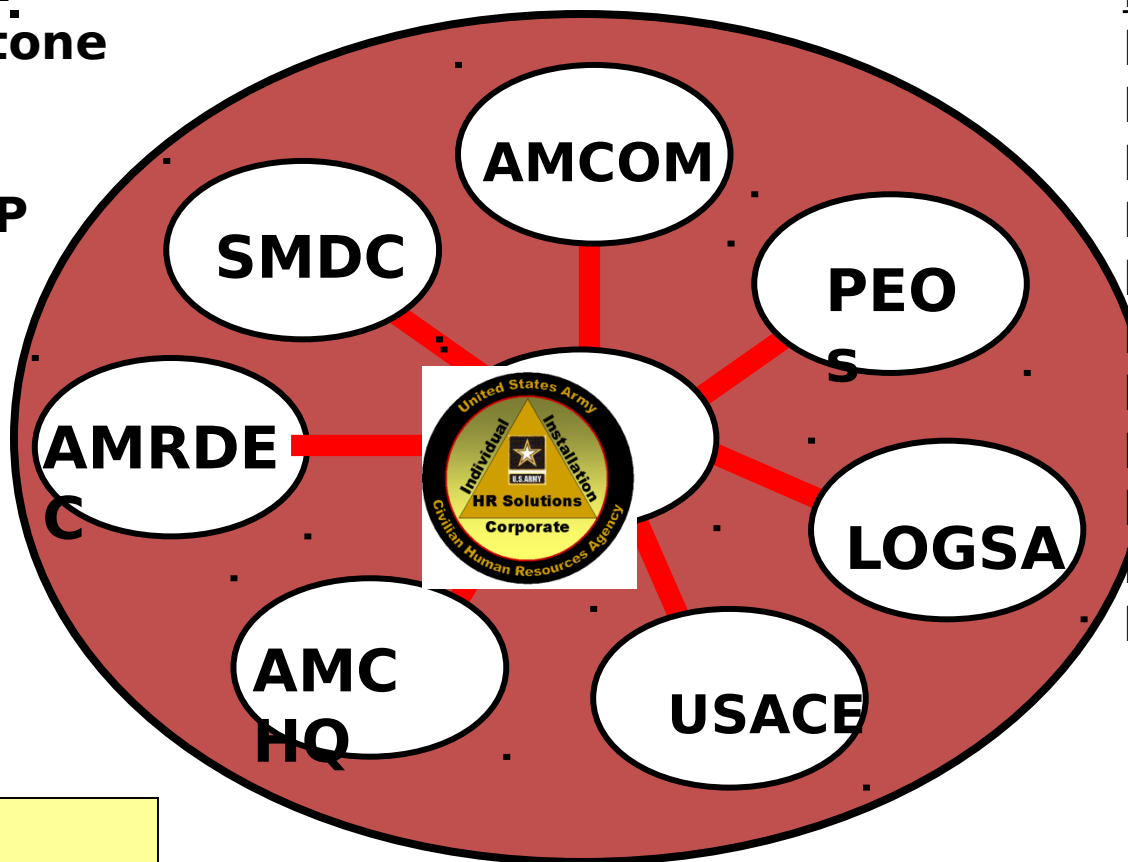
RTTC

CID

USASAC

SAMD

USAREC



PEOs/PMs

PEO Aviation

PEO MsIs & Space

PEO GMD

PM TMO

PM TSMO

PM THAAD

PM ARROW

PM TMDE

PM AV Elec System

PM TOCS/ADCCS

PM Soldier Warrior

TOTAL
SERVICED AF
ABOUT 12,249
NAF: 500



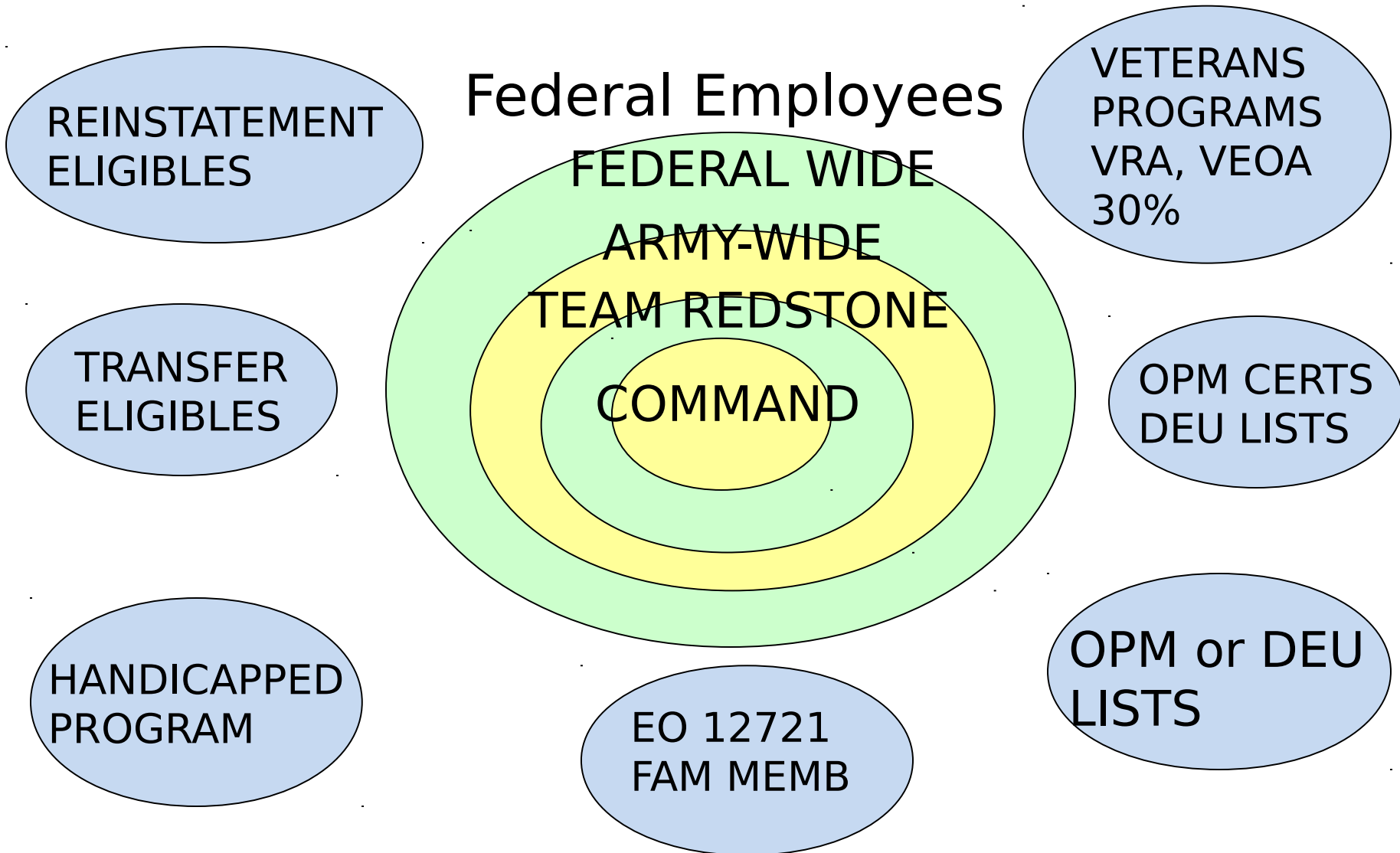
TYPES OF FEDERAL EMPLOYMENT



- Permanent Competitive Service
- Permanent Excepted Service
- Term Employment (1-4 Years)
- Temporary Employment (Up To 1 Year With 1 Year Extension to 2-years possible)
- Most Temporary/Term Employees Must Compete Again To Be Considered For Permanent Employment
- Non-Appropriated Fund Employment



RECRUITMENT SOURCES AREAS OF CONSIDERATION





VETERANS PREFERENCE ELIGIBILITY



- **5-POINT PREFERENCE-** Honorable or general discharge from active duty (not for training) with service during one of these periods:
 - World War 2 Plus (7 Dec 41 to 28 Apr 52)
 - Korea (28 Apr 52 to 1 Jul 55)
 - Vietnam (> 180 days between 31 Jan 55 to 15 Oct 76)
 - Gulf War (2 Aug 90 to 2 Jan 92)
 - Operation Iraqi Freedom (11 Sep 01; end date TBD by President)
 - Campaign or expedition for which a campaign medal was authorized such as El Salvador, Lebanon, Granada, Panama, Somalia & Haiti
- **10-POINT PREFERENCE-**
 - Honorably separated members who are disabled or purple heart
 - Spouse of totally disabled service connected disability
 - Unmarried widow of certain deceased veterans
 - Mother of veteran who died in service or who is perm total disabled

(Note: Please see full eligibility requirements at www.opm.gov)



VETERANS HIRING PROGRAMS



- **VETERANS RECRUITMENT APPOINTMENT (VRA)**
 - eligible if served on active duty (other than training) and either:
 - disabled veteran, or
 - served during war, or awarded campaign badge, medal, or AFSM, or
 - separated after 180-days active duty service during the last 3-years
 - Can be hired perm or temp excepted service jobs with conversion
 - Entry limited to GS-11 and below
- **30% COMPENSABLY DISABLED VETERANS**
 - Have 30% or more disability from service or veterans administration
 - Can receive temp or term appointment with conversion to permanent
- **VETERANS EMPLOYMENT OPPORTUNITIES ACT (VEOA)**
 - Eligible for vets preference or had about 3-years continuous active duty
 - Career-conditional appointments only, no temporary
 - Apply under MPP announcements open to veterans

(Note: Please see full eligibility requirements at www.opm.gov)



FAMILY MEMBER (FM) PROGRAMS



- EO 12721- FM APPOINTING AUTHORITY
 - For FM of Mil/Civ who are returning from overseas apps
 - Must have completed 52 weeks of appropriate fund service
 - Service must have been performed while an eligible FM
 - Eligible for 3-years following date of return from overseas
- SPOUSE PREFERENCE UNDER DOD PRIORITY PLACEMENT PROGRAM (DODPPP)
 - Spouses of active duty military on PCS Orders (not for separation)
 - Within the commuting area of sponsor's PCS Orders
 - Must have status for appointment (reinstatement, EO, etc.)
 - Preference ends upon acceptance or declination of a continuing position, upon loss of FM status, or loss of appt elig.



FAMILY MEMBER (FM) PROGRAMS (Continued)



- DA FAMILY MEMBER (FM) PROGRAM UNDER DODPPP
 - For FM of Mil/Civ whose sponsor is PCSing
 - FM must be a current Army civilian employee
 - Registration location depends on the circumstances (see DODPPP manual)
- NONDISPLACED OVERSEAS RETURNEE UNDER DODPPP
 - For Family Members (FM) of DOD overseas personnel who are PCSing, being separated, retiring, or being evacuated
 - FM must be a current Army civilian employee overseas.



TYPES OF ANNOUNCEMENTS



TYPES OF ANNOUNCEMENTS	WHO CAN APPLY
MERIT PROMOTION	- Army Employees - When listed- Veterans & Other Status Eligs
Office Personnel Mgmt (OPM) Delegated Exam Unit (DEU)	All US Citizens
Other external hire	As listed in the



TYPES OF ANNOUNCEMENTS (Continued)



ANNOUNCEMENTS	WHO CAN APPLY
Non-Appropriated Fund (NAF) Working in MWR Activities Posted www. redstonemwr. com	Most announcements are open to all US Citizens
http://www.armycivilianservice.com/	
http://www.usajobs.gov/	



What is USAStaffing?



USA Staffing is a single, integrated software solution used to staff Federal jobs. It provides full integration with USAJOBS to support competitive examining and merit promotion vacancies and will be used to staff Appropriated and Non-Appropriated fund positions. USA Staffing was developed and is maintained by the Office of Personnel Management (OPM)



**Follow
these
steps to
avoid
missing
consideration**

- Apply through USAJobs/Application Manager
 - Create/store up to 5 different resumes
 - Submit supporting documentation
 - Track status of all applications
 - View messages sent regarding status
 - Initial acknowledgment of receipt of application package
 - Qualifications/referral notification
 - Non-selection notification
- Application package vs. Resume
 - Includes resume, assessment questionnaire responses and supporting documents
 - Everything required before the close of the announcement



Army CPOL WEB SITE

Searching For Job Vacancies



[About Us](#) | [Careers](#) | [How To Apply](#) | [Where the Jobs Are](#) | [Army Job Search](#)



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redefine your future.

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MEDICINE



INFORMATION
TECHNOLOGY



ENGINEERING



CONTRACTING



BUDGET
and FINANCE

Site Notifications

Veterans

Military Spouses

Recent Grads

Students

Locations

Army Job Search

Passionate? Determined? Creative?
Army Civilian Service. Worldwide Opportunities.

Army Civilians – more than 330,000 men and women working in every profession imaginable – are not active duty military, but serve as an integral part of the Army team to support the defense of our nation. We are a global family that encourages excellence, professional development and balance.

[Check out our Job Fairs!](#)

Photo Courtesy of U.S. Army
Photo by: C. Todd Lopez

Done

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Inbox - Micr...

Homepage | ...

Civilian Pers...

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SEARCHING FOR ARMY JOBS



USAJOBS - The Federal Government's Official Jobs Site - Windows Internet Explorer

http://armycivilianservice.usajobs.gov/

File Edit View Favorites Tools Help

USAJOBS - The Federal Government's Official Job...

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

Challenge Yourself - Be an Army Civilian!



Army Civilians - more than 330,000 men and women working in every profession imaginable - are not active duty military, but serve as an integral part of the Army team to support the defense of our nation. We are a global family that encourages excellence, professional development and service to the nation.

Real opportunities. Important work. Army Civilian Service. Join us.

The results of this job search will be compiled specifically for employees of the agency or department shown above. Some of the jobs displayed may be restricted to agency and/or department employees only. Please be sure to review the job entries and announcements carefully. Applications from outside of the area of consideration may not be evaluated or acknowledged.

What: Where: [Advanced Search >](#)

Search Jobs

Done

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SEARCHING FOR ARMY JOBS



Advanced Search - Windows Internet Explorer

http://armycivilianservice.usajobs.gov/JobSearch/Search/AdvancedSearch

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Advanced Search

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

Advanced Search

Keyword Search ?
(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

Salary Range ?
From To

Pay Grade (GS) ?
-- SELECT -- To -- SELECT --

NOTE: Some jobs may not have a predetermined salary/grade. To view these, leave salary/grade refiners blank.

Search Jobs **Reset Form**

Location Search ?

Show locations for this region:

State/Territory/Region
United States
Alabama
Alaska

Then Locale(s)

Click buttons to add/remove

Done

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SEARCHING FOR ARMY JOBS



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Advanced Search

Search Jobs ▶ Reset Form ▶

Location Search ?

Show locations for this region: United States

State/Territory/Region	Then Locale(s)	Click buttons to add/remove
United States		Add >> << Remove
Alabama		
Alaska		
American Samoa		
Arizona		
Arkansas		
California		

Agency Search ?

Choose Agency

Department of the Army

Then sub agency

Click buttons to add/remove

Add >>

Done, but with errors on page.

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SEARCHING FOR ARMY JOBS



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Advanced Search

Search Jobs Reset Form

Location Search ?

Show locations for this region: United States

State/Territory/Region	Then Locale(s)	Click buttons to add/remove
United States	Houston	Alabama - Huntsville
Alabama	Houston County	
Alaska	Hueytown	
American Samoa	Huntsville	
Arizona	Hurtsboro	
Arkansas	Huxford	
California	Ider	

Choose Agency

Department of the Army

Then sub agency

Click buttons to add/remove

Add >>

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LIST OF ANNOUNCEMENTS

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Refine Your Results

☒ Jobs for U.S. Citizens
☐ Jobs for Federal Employees ?

You Added ... ?

Huntsville, Alabama [Remove](#)

[Clear all and start new search](#) X

Job Categories

Grade

Salary

Sub Agencies

Work Type

Posting Date

Exclude These

Refine Your Search

What:

Where:
Radius: 20 miles

[Advanced Search >](#)

Sort By: --SELECT--

Search Results 1-10 of 25 Page: [1] 2 3 > Last Page 1 of 3

Paralegal Specialist

About the Position: Business travel requirements: 10% annually Moving assistance may be [Quick View](#) | [More Like This](#) provided Recruitment incentives may be authorized For more information about the U.S. Army Medical Command, please visit the following site: [www.armymedicine.army.mil](#) Who May Apply: Click here for more informatio

Agency: U.S. Army Medical Command
Location: [Multiple Locations](#)
Salary: \$41,563.00 to \$69,545.00 / Per Year
Open Period: Friday, October 28, 2011 to Saturday, November 26, 2011

Contact Representative (OA/PEBLO)

About the Position: Business travel requirements: 5% annually Moving assistance may be [Quick View](#) | [More Like This](#) provided Recruitment incentives may be authorized For more information about the U.S. Army Medical Command, please visit the following site: [www.armymedicine.army.mil](#) Who May Apply: Click here for more information

Spotlight

Other Agencies and Independent Organizations

Having trouble finding an Agency you are looking for? The US Government is composed of 15 Executive Departments, but many other independent agencies, government corporate, boards, commissions, and committees—many of which are seeking your talent.

[read more...](#)

VIEW ALL SPOTLIGHTS

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What: Where: Huntsville, Alabama;
Radius: 20 miles

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Jobs for U.S. Citizens
Jobs for Federal Employees

You Added ...
Huntsville, Alabama Remove
Clear all and start new search

Job Categories

- [Business, Industry, And Programs\(1\)](#)
- [Education\(1\)](#)
- [Information Technology\(1\)](#)
- [Information, Arts And Publications\(1\)](#)
- [Legal And Claims Examination\(2\)](#)
- [Management, Administrative And Clerical Services\(4\)](#)
- [Mathematics And Statistic\(2\)](#)
- [Medical, Dental, And Public Health\(11\)](#)

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Spotlight



Hiring Reform
The Presidential Memorandum launches the Obama Administration's flagship personnel policy reform initiative. It builds on a nearly year-long collaboration between OPM and Agencies aimed at streamlining the hiring process and recruiting top talent.
[read more...](#)

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ARMY JOB ANNOUNCEMENT



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Refine Your Search

What: Where:
Radius: 20 miles

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Refine Your Results

Sort By:

Search Results 21-30 of 61 Page: [First](#) [2](#) [3](#) [4](#) [5](#) [Last](#) Page 3 of 7

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☒ Jobs for Federal Employees

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[Clear all and start new search](#)

Job Categories

- Grade
- Sub Agencies
- Salary
- Work Type
- Posting Date
- Exclude These

Acquisition & Business Specialist

Prepares complex reports containing findings and recommends practical methods of improvement. Determines and recommends substantive changes to policy and/or procedures based upon research evaluations of business management, financial and other related data and/or trends. Determines subsequent impact

[Quick View](#) | [More Like This](#)

Agency: ARCE
Location: Huntsville, Alabama
Salary: \$83,156.00 to \$108,102.00 / Per Year
Open Period: Wednesday, November 16, 2011 to Friday, November 18, 2011

EXECUTIVE ASSISTANT

Develops strategies for internal and external integration of day-to-day and long-range projects and activities requiring involvement of the Commanding General (CG). Advises and recommends reliable coordination of events and activities to the CG. Manages the CGs calendar with complete commitment auth

[Quick View](#) | [More Like This](#)

Spotlight

VA for VETS
YOUR GATEWAY TO VA CAREERS

TeleHealth Clinical Technician (TCT) Positions
Attention Medics, Corpsmen, and Veterans with Health Care Experience 500+
Telehealth Clinical Technician Opportunities Nationwide
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ARMY JOB ANNOUNCEMENT



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Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Agency Job Opportunity Announcement

Job Title: Acquisition & Business Specialist
Department: Department of the Army
Agency: U.S. Army Corps of Engineers
Job Announcement Number: SCBK11481158E

SALARY RANGE: \$83,156.00 to \$108,102.00 / Per Year
OPEN PERIOD: Wednesday, November 16, 2011 to Friday, November 18, 2011
SERIES & GRADE: GS-1101-13
POSITION INFORMATION: -- This is a Permanent position. -- Full Time
DUTY LOCATIONS: 1 vacancy(s) in the following locations:
AL - Huntsville [View Map](#)
US Citizens

WHO MAY BE CONSIDERED:
JOB SUMMARY:
Challenge Yourself - Be an Army Civilian - Go Army!
Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Go to section of this Job:

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Agency Information:
Central Resume Processing Center
314 Johnson Street
Aberdeen Proving Ground, MD
21005-5283

Questions about this job:
Central Resume Processing Center
Phone: 410-306-0137
Email: applicanthelp@conus.army.mil

Job Announcement Number: SCBK11481158E

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DUTIES:

Prepares complex reports containing findings and recommends practical methods of improvement. Determines and recommends substantive changes to policy and/or procedures based upon research evaluations of business management, financial and other related data and/or trends. Determines subsequent impact such changes have on agency operations. Provides and develops management reports, analyzes data, and alerts Contracting Organization management of any issues that could impact the overall success of the operation. Identifies, analyzes, develops and enhances business operational processes, procedures and practices that offer efficiencies to the acquisition process. Plans, develops and establishes acquisition procedures and business processes for the contracting organization. Assists in development of solicitation packages. Monitors contract execution, administration, and conducts necessary compliance reviews

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QUALIFICATIONS REQUIRED:

Click on link below to view qualification standard.
[General Schedule](#)

- Basic Requirement: One year of specialized experience directly related to the occupation and equivalent to at least the next lower grade level. For more information, visit: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>
In addition to meeting the basic requirements of the position, applicants must possess one year of specialized experience equivalent to the GS-12 grade level. SPECIALIZED EXPERIENCE: Experience must demonstrate 1 year of specialized experience in the following knowledge, skills, and abilities: (1) Skill in the application of contracting methods and contract types to plan and manage or make decisions or recommendations, (2) Contract knowledge sufficient to provide expert consultation to members of the Contracting Organization for acquisition and business policies, processes and procedures, (3) Knowledge of contracting laws and policies including techniques of contracting operations, detailed procedures of contracting requirements, and familiarity with the practices of business and industry sufficient to develop policies and provide guidance, (4) Analytical skill sufficient to evaluate reports, regulations, and other relevant material as a basis for developing and implementing guidelines and procedures, (5) Skill in oral

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BENEFITS:

The Department of Defense offers excellent benefits programs some of which may include:

- Comprehensive health and life insurance
- Competitive salaries
- Generous retirement programs
- Paid holidays, sick leave, and vacation time
- Flexible work environment and alternate work schedules
- Paid employment related training and education
- Possible student loan repayment
- Payment of licenses, certification, and academic degrees as applicable
- Bonuses, incentives, and awards as appropriate for the job.

OTHER INFORMATION:

Click [here](#) for more information.

• To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.

• Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.

• The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <http://www.cpms.osd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>

• This is a Career Program Position (CP). # 14

• Salary includes applicable locality pay or Local Market Supplement.

• In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement

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USAJOBS - Search Jobs

HOW TO APPLY: [Back to top](#)

Click [here](#) for more information.

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date. Applicants wishing to withdraw from consideration may contact the Central Resume Processing Center at (410) 306- 0137 or applicanthelp@conus.army.mil.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.
- You must have an ACTIVE resume with the Army Centralized Resumix database before you submit your Self-nomination. If you do not have an ACTIVE resume on file, please click here to use the [Army Resume Builder](#) to create or update your resume.

REQUIRED DOCUMENTS:

- You will be required to provide proof of U.S. Citizenship.

AGENCY CONTACT INFO:

<i>Central Resume Processing Center</i>	<i>Agency Information:</i>
<i>Phone: 410-306-0137</i>	<i>Central Resume Processing Center</i>
<i>Email: applicanthelp@conus.army.mil</i>	<i>314 Johnson Street</i>
	<i>Aberdeen Proving Ground, MD</i>
	<i>21005-5283</i>

WHAT TO EXPECT NEXT:

Once this announcement closes, candidates will be evaluated using an automated system, (Resumix) which compares your skills and experience as described in your resume with the requirements of the position. If you are found to be a highly qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official. You can view the status of announcements that you applied for through our automated response

[Dock](#)

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APPLYING FOR ARMY JOBS



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"WORKING FOR AMERICA"

Sign in to my account or [create a new account...](#)

Username or Email:

Password:

[Forgot your Username and/or Password?](#)

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All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

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https://myarmycivilianservice.usajobs.gov/Account/ForgotPassword

Internet | Protected Mode: On

100%

Inbox - Microsoft O... (UNCLASSIFIED) - ... Microsoft PowerPoi... Army Knowledge O... USAJOBS - Sign In - ...

4:46 PM



APPLYING FOR ARMY JOBS

Select Resume and Attachment(s)

Search Jobs | My Account | Info Center | Welcome Applicant! | Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs
What: (keywords) | Where: (city, state or zip code) | Browse Jobs > | Advanced/International Search >

Please Note: If you are resubmitting or updating a previous application you must re-submit all required documents!

Apply Online to the following job:

Job Title: AUDITOR (CONTRACT AUDIT)
Agency: Defense Contract Audit Agency, Department Of Defense
Job Location: RADFORD, Virginia

Resume - Select one of your stored resumes to send:
Select Auditor

Attachment(s) - Select one or more of your attachments to send:
Select DD-214 SF-50

☒ I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Apply for this position now!](#) [Cancel](#)

After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

Please Note: If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents.

After you click *Apply for this position now!*, USAJOBS will redirect you to Application Manager.



APPLYING FOR ARMY JOBS

Transition to USA Staffing® - Application Manager

USAJOBS
"WORKING FOR AMERICA"

One moment please...

We are now bringing you to the system used by the

Defense Contract Audit Agency

to complete your application process. You will be returned to USAJOBS upon completion.

Your browser should automatically take you there in about 5 seconds, or...

[Take me there now](#)

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment information for specific positions.

Application Manager

[Login](#)

[Important Links](#)

[Help](#)

Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)



APPLYING FOR ARMY JOBS

Application Manager

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

Application Manager

LoginImportant LinksHelp

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

[Forgot User Name or Password](#) [Problems Logging In?](#)

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

Create an Account:

Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

[Instructions on how to apply for a job without using Application Manager](#)



Application Package



- Resume
 - Able to tailor resume to specific job opportunities
 - Must include complete dates (month/year) and hours worked per week for each employment period.
 - May be in the format of your choice
 - Can be created using USAJobs template or copied/pasted into USAJobs template
 - Must be uploaded under “Resume” in order to receive consideration
 - Only one resume per application package will be considered. Your last resume submitted will be the resume considered for the vacancy.



Application Package

- Assessment Questionnaire
 - Serves two purposes
 - To determine eligibility
 - To determine qualifications
 - Eligibility and qualification determinations based on selected responses to a series of questions
 - Better demonstrate job specific qualifications



Application Package

- Supporting Documents
 - Clearly specified in the announcement to establish eligibility and qualifications
 - Notification of Personnel Action (i.e., SF-50 or DA-3434)
 - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
 - Transcripts
 - Licenses/certifications
 - Additional documentation as required in the vacancy announcement
 - Upload to Applicant Manager and reuse for all future applications



Occupational Questionnaire



Basic Eligibility Requirements

***FACTOR: Minimum Qualifications - Minimum
Qualifications- QUALIFIED TYPIST***

Do you type 40 words per minute typing speed.

A. Yes

B. No

(Example for illustration purposes only)



Occupational Questionnaire



Knowledge and Skills/Factor evaluation

FACTOR: Knowledge of Written Communication

1. Compose a variety of routine correspondence such as; memos, directives, and letters.

A - I have not had education, training or experience in performing this task

B - I have had education or training in performing this task, but have not yet performed it on the job.

C - I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D - I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E - I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.



Your Application Package IS CRITICAL!



- **Use USAJOBS**
 - <http://www.usajobs.gov/>
 - **Keep in mind the Assessment Questionnaire is used for 2 purposes-**
 - To determine eligibility
 - To determine qualifications

Ensure all your experience is captured in your resume.



TIPS

Spell out acronyms at least once!

For all “Expert” answers, you will need to complete a narrative, ensure that you have stated information in your resume as well.

Make sure to include all related training and at least 10 years of awards (performance, honorary, special act, etc)- Show dates for each one.

Include all information required in your resume, dates, position information, duties, etc.



HOW TO GET MORE HELP

- **For appropriated fund jobs, you can also visit the Redstone CPAC Job Info Center, BLDG 3458, 313-4791, Open 9-3 P.M.**
- **For NAF jobs, visit the NAF Human Resources Office, Building 3197, 876-7772 or 2496, Open 7:00- 4:30.**



Any Questions???

